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8 May 1981

MEMORANDUM FOR: Director of Logistics

FROM:

[redacted]
Chief, OTE Administration Division

SUBJECT:

[redacted]

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2. In order to give you the necessary support, we ask that you prepare a memorandum to the Chief, Administration Division, OTE, at least three weeks before the conference begins covering the following information.

a. Full names of all attendees. Please indicate in your response the names of those conferees who will

[redacted]

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b. Arrival and departure times

[redacted]

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c. If any in your group will be driving, list the driver's name, the year and make of car, car license number, and state of registration.

d. Special requirements such as computer support, projectors, viewgraphs, and logistical support.

e. For budgetary purposes, your office FAN Account Number and Office Address

[redacted]

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3. Attendance at conferences by non-Agency guests must have the written approval of the Director of Training and Education at least 10 working days preceding the conference. For non-Agency participants, you must include the organization they represent

[redacted]

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[redacted]

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6. Your conference coordinator, [redacted] can be reached [redacted]. We hope your conference will be a success, and we will do our part to assist you in any way we can.

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